



COMMUNITY DEVELOPMENT DEPARTMENT Building & Fire Safety Division

eTRAKiT Procedure and Permit Information – Reroof

Online permits are available for residential reroofs in excess of 1 square (i.e. a 10' x 10' maximum sized repair is allowed without a permit).

There are two categories of reroofs – overlay and tear off. Overlays, as implied, entail no removal of existing roofing, however, the existing base material to which the new roofing is to be attached **MUST** be of sound quality **AND** compatible with the new roofing as determined from the new roofing specifications / manufacturer. Where the existing roof has two or more applications of any type of roof covering, the installation of new roof coverings requires first removing all existing layers of roof coverings. Thus, a total of 2 layers of composite shingles are allowed (i.e. 1 overlay) IF the existing supporting framing can support the additional load within allowable stress / deflection limits **AND** exhibit no signs of distress (such as ponding).

A tear off, conversely, involves removal of the existing roofing materials, and may also include removal of sheathing (plywood or decking boards).

Prior to eTRAKiT Login:

In order to obtain a reroof permit, energy form [CF1R-ALT-ResReroof](#) must be filled out and attached to the online application. The top of this form requires general information about the property. The primary determination to be made is whether a “Cool Roof” is required. Cool roofs are highly reflective and help keep attics much cooler than standard roofing materials. Fairfield lies in climate zone 12 (or CZ 12), for which cool roofs are required when more than 50% of the roof area is reroofed **OR** when the pitch of the roof exceeds 2:12 (or about 9.5°), unless the exceptions noted on the form apply.

If a cool roof is not required (i.e. less than 50% reroof of a low-sloped roof), note as such and move on to fill out the bottom of the form. If not, check any applicable alternatives and/or exceptions listed on the form. However, be aware that an additional permit (or scope of work under the reroof permit) is required if additional insulation (most common) is needed to meet the cool roof exception.

If a cool roof is required or otherwise opted for, the roofing material must be documented on the form by its CRRC (Cool Roof Rating Council) product ID. A cool roof for Fairfield must meet one of the following two scenarios:

- A) Minimum 3-Year Aged Solar Reflectance of 0.20 **AND** Minimum Thermal Emittance of 0.75
- B) Minimum Solar Reflective Index of 16

Once the form is completed in its entirety, it must be saved on your local device in order to attach it to the permit application electronically in eTRAKiT.

Unless the applicant is a California licensed contractor, the [Owner-Builder Verification](#) form must also be filled out completely and attached to the permit application.

Permit Application:

Sign in to eTRAKiT using your username and password. Go to the “Permits” tab and select “Apply”. Select the Permit Type from the drop down menu, which will be “Basic Residential (Replacement)” in this case. Select the Permit Subtype, only two of which in this case will pertain to reroofs. Enter a short description and valuation of the proposed work and specify the address to which this permit application will pertain. Under the “Attachments” section, select and upload the completed CF1R-ALT-Reroof energy form and, if applicable, the Owner-Builder Verification form.

Review all permit application information prior to submittal. Once submitted, a vicinity map and permit / property information screen will appear once it has finished processing. **The status of the application will be updated to “E Under Review” – change to simply “Under Review”.**

Permit Review:

The permit application is under review by City of Fairfield Building Division staff once initially processed. This and any other permit applications may be tracked under the title “My Active Permits” accessed through the “My Dashboard” link on the menu bar to the left of the screen. This area may be used to track the status of active permits as well as their associated inspections. Once the application has been approved by staff (typically by the end of the next business day unless more information is required), the status will be changed to “Approved”. At this point, click the “Pay Fees” link on “My Dashboard” to complete the required transaction. Once completed, the permit status will change to “Issued”.

Permit Issuance:

Once issued, the permit applicant / holder is responsible for printing the building permit, the permit inspection card, and any associated attached forms (such as energy forms, etc.). **These documents must be on site and available to the building inspector at the time of inspection(s).**

Permit Inspection / Final:

Inspections may be scheduled via the “Schedule” link on the menu bar to the left of the screen. The cut-off time for scheduling inspections is 3:00 PM of the business day prior to the desired inspection date. The existing phone inspection line (707-428-7570) will also remain active to schedule inspections.

For overlay reroofs, a roof sheet nailing inspection is required prior to application of roofing paper.

Additionally, California law requires smoke and carbon monoxide detectors to be present at all required locations and to be verified at the point of building permit inspection of any alteration requiring a building permit. The applicant must fill out the [Smoke / CO Detector Self-Certification](#) form and **present this form as well to the building inspector in order to final the permit.**